

REQUEST FOR PROPOSAL “RFP” NO. PS20140032
ARCHITECTURAL SERVICES FOR BUILDING RENOVATION
SITE /INFORMATION MEETING - 9:00 AM, FEB. 18, 2014

QUESTIONS AND ANSWERS NO. 3

ISSUED ON March 7, 2014

Q1	According to A15 from Q&A No.1, “non-structural seismic restrains for interior work such as suspended ceiling, mechanical and electrical equipment etc. will be in the scope of this project.” Can you please clarify whether the part and portion seismic engineering is to be included as part of the consulting team’s fee, or if the work is expected to be covered as part of the construction cost (i.e., the contractor will be responsible for engaging a structural engineer for the work)?
A1	<i>It is within the scope & responsibility of the consultant team to include seismic restraint requirements in their respective Permit and Tender documents and to ensure that assurances for seismic restraint are provided at completion of construction per the VBBL. Seismic engineering of non-structural elements to the satisfaction of the respective Registered Professional may be specified in the Contract Documents.</i>
Q2	How extensive is the upgrade to the Fire Alarm System?
A2	<i>The fire alarm system has been updated within the last 5 years, however additional upgrades will be required in the service of the work of this RFP.</i>
Q3	For the electrical vault, are we upgrading the electrical vault?
A3	<i>Upgrade of the electrical vault is not in the scope of work of this project at this time.</i>
Q4	Can you please clarify if the Sustainability Initiative Form refers to our firm operations or design approaches for the project? 2.12 The City is committed to environmental and socio-economic sustainability. Therefore, each Proposal must contain a section titled “Sustainability,” wherein the Proponent should describe the environmental aspects of its Proposal. In addition, this section of the Proposal should include a completed table in the following form:
A4	<i>It refers to both. Items ‘a’ to ‘e’ may apply to your design services i.e. by ensuring renewable resources are consumed throughout the process of design, construction and operation, among others. A brief description of the typical design and specification measures the Proponent employs, referencing general LEED or other sustainability practices, would be appropriate. Item ‘f’</i>

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	<i>requests how your firm contributes to socio-economic sustainability. It is also explained in Section 9.2 - Sustainability of Part A.</i>
Q5	The budget for hard costs is \$3.3m. Is it possible to see the line item budget to see what you intend to include in this Scope of Work?
A5	<i>The estimated budget for construction is based on the scope of work as identified in the RFP which is to be used as a general guide. A detailed line item budget will be developed with the successful proponent team.</i>
Q6	In Section 2.8.3 there is mention of Construction Cost information being provided by “the City’s Consultant”. How does this consultant dove tail with the QS that the successful proponent is asked to provide? Is the City’s Consultant providing cost planning information throughout the project?
A6	<i>The reference in Section 2.8.3 of the Architect Agreement is revised to read: “...and other information furnished by the City’s Consultant so that...” The Consultant Team’s Quantity Surveyor shall be fully responsible for budget planning & monitoring from design to construction. We will issue an amendment (AMD#4) to reflect this change.</i>
Q7	Will potential tenants be given the information about the Hazardous Materials they will need to address in their Tenant Improvements?
A7	<i>The potential tenants will be informed that some additional abatement work MAY be required as needed. The extent of abatement required will depend on the scope and extent of demolition &/or renovation required by each tenant on a case by case basis. Abatement required under Base Building Renovation is expected to be completed prior to the start of Tenant Improvement work. Tenant Improvements will be completed by the City. As part of that work, hazardous materials will be assessed and, if identified, abated. Should a tenant plan to conduct further improvements, they will be required to do so in accordance with the Lease Agreement which will outline requirements for approvals, hazardous materials assessment and abatement.</i>
Q8	Can you confirm that all the elevators are to be upgraded? Is it possible that one of the elevators could be abandoned?
A8	<i>The Architect, with input from the elevator consultant on the team, shall provide recommendations based on their assessment regarding the scope of upgrades required as well as to whether one of the three elevators should be abandoned. The Code Compliance report from the Architect’s team shall also address code implications, if any, for any proposed abandonment.</i>

Q9	Are any tenants committed to any of the available space yet?
A9	<i>The successful proponent shall be updated on the status of any prospective tenants' commitments.</i>
Q10	When is the City planning to determine the successful proponent?
A10	<i>The City's current target is to award the work early in April.</i>
Q11	The City wishes to apply for a Building Permit / tender 11 weeks after contract award. The City reserves 2 weeks to approve different stages of the Pre-Design, Schematic Design, Design Development, and Construction Document phases. This is at least 5 review periods, potentially using up 10 weeks. Is this additional time added to the 11 week period?
A11	<i>The anticipated schedule provides a reference of urgency & priority which is intended to alert proponents regarding suitable & adequate resource allocations within their organization & those of their consultant team. Though City-Client reviews are essential procedures in the process, it does not necessarily mean that the documents should not progress during the review periods. To meet the expected time frame, it will be a collaborative effort rather than a linear process, and as such no additional time is added to the schedule. The City is aware of the tight timelines and will work to expedite feedback and minimize impact to the design.</i>
Q12	The existing building is currently un-sprinklered and does not have a fire pump or stand pipe system. Please confirm as indicated during the site meeting that a sprinkler, fire pump and stand pipe system shall not form part of the base scope of work. The proponent shall submit an alternate price for the design for the base building fire protection systems.
A12	<i>It is intended that a new fire-suppression sprinkler system for the entire building be fully engineered/designed & documented adequately such that it can be priced in the Construction Tender process as a separately priced item that can be either be incorporated into or deleted from the Construction Contract. Fees for the engineering design & tender documentation of the sprinkler system shall be included in the consultants' fee for basic services.</i>

Q13	<p>The existing building report indicates the domestic water storage and distribution systems are the original 1950 building systems.</p> <p>Please confirm the entire domestic water heating storage and distribution should be replaced as part of the base building systems.</p>
A13	<p><i>Domestic water storage and distribution systems have been recently replaced. Proponents are discouraged from relying on reporting not included in the RFP.</i></p>
Q14	<p>The Q and A No. 1 Item - A3 confirmed window replacement shall not be included in the scope.</p> <p>Please confirm that replacement of the perimeter heating distribution system, which is dependent on the building envelope, shall not be included in the scope.</p>
A14	<p><i>Replacement of the perimeter heating system is not included in the scope of this project at this time. The interior renovations shall include systems upgrades sufficient to provide occupant comfort. All new work shall comply with current applicable codes and bylaws.</i></p>
Q15	<p>Level 4, 5 and 6 of 324 Main Street are served by make-up air systems that provide heating ventilation air only.</p> <p>Please confirm upgrading these air handling units with cooling is not included in the scope.</p>
A15	<p><i>Upgrading these air handling units with cooling is not included in the project scope at this time, however the City may choose to add this scope as additional services.</i></p>
Q16	<p>The existing building VAV boxes are older and are not conducive for a future tenant fit up.</p> <p>Please confirm that the base building mechanical upgrade shall include the replacement of all VAV boxes, in conjunction with base building low pressure duct distribution.</p>
A16	<p><i>The VAV boxes are to be reviewed and upgraded/replaced as required on a case-by-case basis at the time that tenant layouts are confirmed.</i></p>